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30 June 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 20-650-4

SUBJECT: Consultant and Expert Qualifications Register

Rescission: OPM 20-380-3 (40-52) dated 20 August 1952

1. The Consultant Qualifications Register established by OPM 20-380-3 (40-52) will be abolished effective 30 June 1954. Effective 1 July 1954, the Control Branch, Placement and Utilization Division (CB/PUD), will establish a Qualifications Register for overt and semi-covert consultants and experts in accordance with the provisions of this Memorandum.

2. CB/PUD will be responsible for the establishment, maintenance and control of the Consultant and Expert Qualifications Register and will be the authorized point of contact with other elements of the Office of Personnel and with operating offices on all matters relating to its use. The Statistical Reporting Branch, Planning and Analysis Staff (SB/PAS), will be responsible for all liaison with the Machine Records Division, Office of the Comptroller, on matters relating to the register and for controlling the distribution of machine listings. Changes in coding methods and the code structure will require prior coordination with SB/PAS.

3. All overt and semi-covert consultants and experts under contract as of 1 July 1954, will be included in the initial active register. Those employed after that date will be coded by CB/PUD for inclusion in the register upon completion of PRD processing of the contract. The Chief, Transactions Section, will forward each folder to CB/PUD for this purpose before filing. The attached coding instructions will apply.

4. Consultant and expert contracts terminated after 1 July 1954 will be included in an inactive register which will provide a recruitment source for personnel who cannot be supplied from the active register. The Recruitment or Placement Officer using the inactive register as a recruitment source will be responsible for obtaining clearance with the former using office and the Security Office prior to contacting one of these individuals.

5. In order to assist CB/PUD to maintain the register on a current basis, SB/PAS will furnish that Branch a complete listing of overt and semi-covert experts and consultants as of the beginning of each fiscal year, supplemented by monthly listings of those entered on duty or terminated during the month. These listings will indicate names, serial numbers, and rates of pay for appropriate individuals.

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NO CHANGE IN CLASS ☐

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Deputy Assistant Director
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